

Statement of Work for Calibration of BNL Equipment

Description of Service: The Contractor shall furnish the services of trained personnel, equipment, and supplies to perform calibration, i.e. a set of operations which establish the relationship between values indicated by the BNL equipment and a corresponding standard or known value.

Calibration: The Contractor shall perform a calibration using traceable standard(s). The calibration shall evaluate the: before “as found” value/status, adjusted value/status (if necessary), and “as returned” value/status. If needed, the meter is to be adjusted (+/-) to meet the manufacturer’s specifications or contractor’s tolerance.

Preventive maintenance and repair: If required, repair is to proceed only after notification of BNL of the needed action(s) and authorization by BNL. Preventive maintenance (replacement of parts, disassembling, cleaning, lubricating, reassembling and adjustments to meet manufacturer's specifications), if not covered in the cost of calibration or addressed in the purchase order, is to proceed only after notification of BNL.

Applicable Requirements: The Contractor must meet the requirements of ANSI/NCSL Z540-1-1994: *Calibration Laboratories and Measuring and Test Equipment - General Requirements* or ANSI/ISO/IEC 17025- 2005: *General requirements for the competence of testing and calibration laboratories*.

Calibration Certificate: The Contractor shall submit a certificate that the equipment has been calibrated and is ready for use. The certificate shall contain (at least) the following items:

- A title (such as, “Calibration Report,” “Calibration Certificate”),
- Name and address of the calibration facility,
- Description of equipment calibrated, including Manufacturer, Model Number, Serial Number,
- Identification of procedure &/or standards used to calibrate the equipment,
- Before data (i.e., “as found”) and after data (i.e. “as returned”) taken with respect to Manufacturer’s specifications or Contractor’s Tolerance (+/-),
- Statement of the status of equipment with respect to Manufacturer’s Tolerance or Contractor’s Tolerance (i.e. “Pass/Fail”),
- Date of calibration, and
- Signature and title, or an equivalent identification, of person performing the calibration.

Equipment Labeling: The Contractor shall affix a label to the calibrated equipment, which indicates, (at least):

- Contractor’s name,
- Date of calibration, and
- Next due date of calibration (based on the manufacturer’s recommendations).